



# CITY OF NEWPORT BEACH

## FINANCE DEPARTMENT PURCHASING DIVISION

May 25, 2012

Re: City of Newport Beach Request for Proposal (RFP) No. 3-21

Firms Submitting Proposals:

Hilts Consulting Group  
I-Corp International

Dear Proposer:

Thank you for your participation in the City's RFP No. 3-21 for the Big Canyon Reservoir Floating Cover inspection project. The evaluation panel for this RFP convened last month to evaluate all proposals submitted to the City. As opposed to a standard Bid, the City evaluated the proposals using a multitude of factors aside from, but including, pricing. The factors utilized to evaluate the proposals are as follows:

- Operational Experience of the Proposing Firm;
- Qualifications of the Proposing Firm;
- Qualifications of Proposed Assigned Personnel to the Project;
- Proposer's Demonstrated Understanding of the Project and Methodology;
- The Overall Responsiveness of the Proposal; and
- Proposed Project Costs.

The evaluation process for this project entailed a two-step process. In the first step, each of the aforementioned technical factors was assigned a weight and all proposals were scored against those established criteria. In the second step, a ratio of costs analysis was performed, comparing the cost proposals of each firm. Following this process, the evaluation panel ranked **Hilts Consulting Group** as the highest-rated Proposer. As such, any subsequent negotiations and contracting procedures will be carried out between the City and Hilts Consulting Group. Copies of all proposals are now available for review, upon request.

While pricing was not the only component that factored in the selection process, one of the most common information requests from Proposers is a pricing recapitulation for each project. For your convenience, the following table provides pricing information from each Proposal.

|  | <b>Hilts Consulting Group</b> | <b>I-Corp International</b> |
|--|-------------------------------|-----------------------------|
| <b>Price per Inspection</b>                          | \$4,000.00                    | \$8,375.00                  |
| <b>Additional Inspections (Beyond the initial 6)</b> | \$3,500.00                    | \$7,200.00                  |
| <b>Hourly Rate</b>                                   | \$190.00                      | \$275.00                    |

I would like to thank you for all the time you contributed during this RFP process. If your firm was not selected during this RFP process I kindly ask that you ensure that your firm is registered on the City's Online Vendor Database. This will enable the City to contact your firm in the event there are future Bids or RFPs of a similar nature. The website for this database is as follows:

<https://www5.newportbeachca.gov/osupplier/>

With Regards,

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